

**U.S. Department of Commerce - NOAA / BIS Segment Team  
Provided By Client (PBC) Control Sheet**

Please send all PBC items to Linda Wyre ([lwyre@kpmg.com](mailto:lwyre@kpmg.com)) and the process contact person named below.

*Key To Sections:*

Section	Process	Process Contact Person	Email Address
<b>A</b>	Facilities – Personal Property	Mary-Ann (Yoonji) Kim	<a href="mailto:yoonsikim@kpmg.com">yoonsikim@kpmg.com</a>
<b>B</b>	Facilities – Real Property		
<b>C</b>	Facilities – CWIP		
<b>D</b>	Facilities – Satellite		
<b>E</b>	Facilities - Inventory	Tamdan Vo	<a href="mailto:tamdanvo@kpmg.com">tamdanvo@kpmg.com</a>
<b>F</b>	Facilities – Capital and Operating Leases	Mary-Ann (Yoonji) Kim	<a href="mailto:yoonsikim@kpmg.com">yoonsikim@kpmg.com</a>
<b>G</b>	Resource Management	Hongying Sun	<a href="mailto:hsun@raffa.com">hsun@raffa.com</a>
<b>H</b>	Credit Risk Management	Mary-Ann (Yoonji) Kim	<a href="mailto:yoonsikim@kpmg.com">yoonsikim@kpmg.com</a>
<b>J</b>	Customer Billing	Linda Wyre	<a href="mailto:lwyre@kpmg.com">lwyre@kpmg.com</a>
<b>K</b>	Grants Management	Linda Wyre	<a href="mailto:lwyre@kpmg.com">lwyre@kpmg.com</a>
<b>L</b>	Financial Management (FBWT)	Hongying Sun	<a href="mailto:hsun@raffa.com">hsun@raffa.com</a>
<b>M</b>	Procurement	Tamdan Vo	<a href="mailto:tamdanvo@kpmg.com">tamdanvo@kpmg.com</a>
<b>N</b>	Human Resources	Tamdan Vo	<a href="mailto:tamdanvo@kpmg.com">tamdanvo@kpmg.com</a>
<b>O</b>	Environmental Management	Kari Pewett	<a href="mailto:kpewett@kpmg.com">kpewett@kpmg.com</a>
<b>P</b>	Financial Reporting / Miscellaneous	Mary-Ann (Yoonji) Kim	<a href="mailto:yoonsikim@kpmg.com">yoonsikim@kpmg.com</a>

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
		<b>A) Facilities Management (Personal Property)</b>						
<b>A1)</b>		<p>Detail listing of <u>all personal property</u> from Sunflower by category, which supports the property, plant, and equipment balance at</p> <ul style="list-style-type: none"> <li>a. June 12, 2008</li> <li>b. September 12, 2008</li> <li>c. September 30, 2008</li> </ul> <p>The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.</p>	Paper & Electronic	Interim 2 Final Final	<ul style="list-style-type: none"> <li>a. 7/14/08</li> <li>b. 9/22/08</li> <li>c. 10/6/08</li> </ul>	<b>7/11/08</b>	Thomas Deckard	NOAA
<b>A2)</b>		<p>Detail listing of personal property <u>activity</u> (addition, deletion, and adjustments) from Sunflower by category for the following periods:</p> <ul style="list-style-type: none"> <li>a. October 1, 2007 – March 12, 2008</li> <li>b. March 12, 2008 - June 12, 2008</li> <li>c. June 12, 2008 – September 12, 2008</li> <li>d. September 12, 2008 - September 30, 2008</li> </ul> <p>The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.</p>	Paper & Electronic Spreadsheet	Interim 1 Interim 2 Final Final	<ul style="list-style-type: none"> <li>a. 4/14/08</li> <li>b. 7/14/08</li> <li>c. 9/22/08</li> <li>d. 10/6/08</li> </ul>	<b>4/15/08</b> <b>7/11/08</b>	Thomas Deckard	NOAA
<b>A3)</b>		<p>For <u>personal property acquisition costs</u>, a summary rollforward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Software Weather, Capital Leases-Weather, Other, Software-Non-weather, and Capital Leases- Non- weather , and any new categories) for the following periods:</p> <ul style="list-style-type: none"> <li>a. October 1, 2007 – March 12, 2008</li> <li>b. March 12, 2008 - June 12, 2008</li> <li>c. June 12, 2008 – September 12, 2008</li> <li>d. September 12, 2008 - September 30, 2008</li> </ul>	Paper	Interim 1 Interim 2 Final Final	<ul style="list-style-type: none"> <li>a. 4/14/08</li> <li>b. 7/14/08</li> <li>c. 9/22/08</li> <li>d. 10/6/08</li> </ul>	<b>4/15/08</b> <b>7/11/08</b>	Thomas Deckard	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
		<p>The rollforward should reflect the following columns: beginning balances, additions, deletions/retirements, adjustments, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's audited ending balance.</li> <li>Ending balance should agree to the general ledger</li> <li>Ending balance should agree to the Sunflower detail report for the end of the period.</li> <li>Activity balances should agree to the Sunflower detail activity reports for the period.</li> <li>Supporting documentation should be provided for all adjustments to beginning balances.</li> </ul>						
<b>A4)</b>		<p>Reconciliation of Sunflower to CBS (general ledger) as of:</p> <ul style="list-style-type: none"> <li>a. March 12, 2008</li> <li>b. June 12, 2008</li> <li>c. September 12, 2008</li> <li>d. September 30, 2008</li> </ul> <p>The reconciliation should be in a summarized format, with the detail referenced and supporting documentation for material items included.</p>	Paper	<p>Interim 1</p> <p>Interim 2</p> <p>Final</p> <p>Final</p>	<p>a. 4/14/08</p> <p>b. 7/14/08</p> <p>c. 9/22/08</p> <p>d. 10/6/08</p>	<p><b>4/14/08</b></p> <p><b>7/11/08</b></p>	Mark Miller	NOAA
<b>A5)</b>		<p>For <u>personal property accumulated depreciation</u>, a summary roll forward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Capital Leases, Other Non-Weather Property, and any new categories) for the following periods:</p> <ul style="list-style-type: none"> <li>a. October 1, 2007 – March 12, 2008</li> <li>b. March 12, 2008 - June 12, 2008</li> <li>c. June 12, 2008 – September 12, 2008</li> </ul>	Paper	<p>Interim 1</p> <p>Interim 2</p> <p>Final</p> <p>Final</p>	<p>a. 4/14/08</p> <p>b. 7/14/08</p> <p>c. 9/22/08</p> <p>d. 10/6/08</p>	<p><b>4/15/08</b></p> <p><b>7/11/08</b></p>	Thomas Deckard	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
		d. September 12, 2008 - September 30, 2008  The rollforward should reflect the following columns: beginning balances, adjustments, depreciation, depreciation on deletes, accumulated depreciation on deletes, and ending balances. For all rollforwards: <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's audited ending balance.</li> <li>Ending balance should agree to the general ledger</li> <li>Ending balance should agree to the Sunflower detail report for the end of the period.</li> <li>Supporting documentation should be provided for all adjustments to beginning balances.</li> <li>Activity balances should agree to the Sunflower detail activity reports for the period.</li> </ul>						
A6)		Listing of personal property deferred maintenance, if any, as of: a. June 12, 2008 b. September 30, 2008		Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/11/08-None</b>	Thomas Deckard	NOAA
A7)		Listing of suspense items / unreconciled items, and explanations for each item as of: a. June 12, 2008 b. September 30, 2008		Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/11/08-None</b>	Thomas Deckard	NOAA
A8)		Listing of unsupported items for personal property (items acquired prior to 10/1/93 for which no support exists) as of: a. June 12, 2008 b. September 30, 2008		Interim 2 Final	a. 07/14/08 b. 10/06/08	<b>7/11/08-None</b>	Thomas Deckard	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>A9)</b>	<b>Date Request addition from 7/3</b>	<p>Detail listing of heritage assets and stewardship PP &amp; E as of: information, in both electronic and hard copy formats, as of</p> <ul style="list-style-type: none"> <li>a. March 31, 2008 (or date reflected in Q2 financial statements)</li> <li>b. June 30, 2008 (or date reflected in Q3 f/s)</li> <li>c. September 30, 2008(or date reflected in year-end f/s)</li> </ul> <p>The listing should include the category that each item is presented in the f/s footnote, a description of each asset, the location (including city and state), the fiscal quarter that item was added (not required for the March 31 listing , but the June 30 and year-end listings should indicate if the item has been added since the previous quarter), a contact person , and whether the item is a single item or part of a collection.</p>	Electronic (ASCII text or Excel file)	Interim 1 Interim 2 Final	<ul style="list-style-type: none"> <li>a. 07/3/08</li> <li>b. 7/14/08</li> <li>c. 10/06/08</li> </ul>	<b>7/10/08</b> <b>7/10/08</b>	Thomas Deckard	NOAA
<b>A10)</b>		<p>Reconciliation of Sunflower &amp; RPM depreciation to the CBS general ledger as of September 30, 2008.</p> <p>The reconciliation should be in a summarized format, with the detail referenced and supporting documentation for material items included.</p>		Final	10/10/08		Mark Miller	NOAA
<b>A11)</b>		Copies of policies relating to heritage assets.	Electronic (PDF or Word)	Interim I	6/19/08	<b>6/9/08</b>		NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
		<b>B) Facilities Management (Real Property)</b>						
B1)		<p>Detail listing of <u>all real property</u> from FRPM by category (both hard and electronic form), which supports the property, plant, and equipment balance at:</p> <ul style="list-style-type: none"> <li>a. June 12, 2008</li> <li>b. September 12, 2008</li> <li>c. September 30, 2008</li> </ul> <p>The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value. Record: electronic format hard</p>	Electronic	Interim 1 Interim 2 Final	<ul style="list-style-type: none"> <li>a. 7/14/08</li> <li>b. 9/22/08</li> <li>c. 10/06/08</li> </ul>	<b>7/14/08</b>	<p>Mary Ann Whitmeyer</p> <p>Gina Ziegenbein</p>	NOAA
B2)		<p>Detail listing of real property <u>activity</u> (addition, deletion, and adjustments) from FRPM by category (both paper and electronic (Excel spreadsheet) form) for the following periods:</p> <ul style="list-style-type: none"> <li>a. <b>October 1, 2007 – December 12-2007, December 12,2007-March 12, 2008</b></li> <li>b. March 12, 2008 - June 12, 2008</li> <li>c. June 12, 2008 – September 12, 2008</li> <li>d. September 12, 2008 - September 30, 2008</li> </ul> <p>The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.</p>	Paper & Electronic	Interim 1 Interim 2 Final Final	<ul style="list-style-type: none"> <li>a. 4/14/08</li> <li>b. 7/14/08</li> <li>c. 9/22/08</li> <li>d. 10/06/08</li> </ul>	<p><b>4/15/08</b></p> <p><b>7/14/08</b></p>	<p>Mary Ann Whitmeyer</p> <p>Gina Ziegenbein</p>	NOAA
B3)		<p>For <u>real property acquisition costs</u>, a summary roll forward of all real property by category (land, buildings, structures, leasehold improvements and capital leases) for the following periods:</p> <ul style="list-style-type: none"> <li>a. <b>October 1, 2007 – December 12-2007, December 12,2007-March 12, 2008</b></li> <li>b. March 12, 2008 - June 12, 2008</li> <li>c. June 12, 2008 – September 12, 2008</li> </ul>	Paper & Electronic	Interim 1 Interim 2 Final Final	<ul style="list-style-type: none"> <li>a. 4/14/08</li> <li>b. 7/14/08</li> <li>c. 9/22/08</li> <li>d. 10/06/08</li> </ul>	<p><b>4/15/08</b></p> <p><b>7/14/08</b></p>	<p>Mary Ann Whitmeyer</p> <p>Gina Ziegenbein</p>	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
		<p>d. September 12, 2008 - September 30, 2008</p> <p>The rollforward should reflect the following columns: beginning balances, additions, deletions/retirements, adjustments, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's ending balance.</li> <li>Ending balance should agree to the general ledger</li> <li>Ending balance should agree to the FRPM detail report for the end of the period.</li> <li>Activity balances should agree to the FRPM detail activity reports for the period.</li> <li>Supporting documentation should also be provided for all adjustments to beginning balances</li> </ul>						
<b>B4)</b>		<p>For <u>real property accumulated depreciation</u>, a summary roll forward of all real property by category (e.g. land, building, structures, leasehold improvements and capital leases) for the following periods:</p> <p>a. October 1, 2007 - June 12, 2008</p> <p>b. June 12, 2008 - September 12, 2008</p> <p>c. September 12, 2008 – September 30, 2008</p> <p>The rollforward should reflect the following columns: beginning balances, adjustments, depreciation, depreciation on deletes, accumulated depreciation on deletes, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's ending balance.</li> <li>Ending balance should agree to the general ledger</li> </ul>	Electronic	<p>Interim 2</p> <p>Final</p> <p>Final</p>	<p>a. 7/14/08</p> <p>b. 9/22/08</p> <p>c. 10/06/08</p>	<b>7/14/08</b>	<p>Mary Ann Whitmeyer</p> <p>Gina Ziegenbein</p>	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
		<ul style="list-style-type: none"> <li>Ending balance should agree to the FRPM detail report for the end of the period.</li> <li>Supporting documentation should also be provided for all adjustments to beginning balances.</li> <li>Activity balances should agree to the FRPM detail activity reports for the period.</li> </ul>						
<b>B5)</b>		Reconciliation of FRPM to CBS (general ledger) as of: <ul style="list-style-type: none"> <li>a. March 12, 2008</li> <li>b. June 12, 2008</li> <li>c. September 12, 2008</li> <li>d. September 30, 2008</li> </ul> The reconciliation should be in a summarized format, with the detail referenced and supporting documentation for material items included.	Paper	Interim 1 Interim 2 Final Final	a. 4/14/08 b. 7/14/08 c. 9/22/08 d. 10/10/08	<b>4/14/08</b> <b>7/14/08</b>	Mark Miller	NOAA
<b>B6)</b>		Detail listing of deferred maintenance for <u>real property</u> as of: <ul style="list-style-type: none"> <li>a. June 12, 2008</li> <li>b. September 30, 2008</li> </ul>	Paper	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Mary Ann Whitmeyer Gene Rodgers	NOAA
<b>B7)</b>		Listing of FY 2008 purchases of land for labs, experiment stations or substations in the state of Hawaii.		Interim 2	7/14/08	<b>7/14/08</b>	Mary Ann Whitmeyer Gina Ziegenbein	NOAA
		<i>C) Facilities Management (CWIP)</i>						
<b>C1)</b>		NOAA CWIP Project List (which lists the task manager, line office, contact information, and project codes for each CWIP project) as of <ul style="list-style-type: none"> <li>a. June 30, 2008</li> <li>b. September 30, 2008</li> </ul>	Electronic	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/9/08</b>	Lisa Conley	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
C2)		CA500D CWIP S Report, with the following criteria: Bureau Code: 14 – NOAA Accounting FY: ALL Fund Code: ALL Budget Activity: ALL Sub Activity: ALL Line Item: ALL Bureau Unique: ALL Project Code: ALL Org1 Code: ALL Ongoing/Complete: ALL  For the following GL End Dates: a. June 12, 2008 b. September 30, 2008	Paper & Electronic (PDF)	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Jones Harbor Mark Miller	NOAA
C3)		Query from DW of CWIP totals by project code. The file should be <u>by project codes total</u> . The project code totals and the overall total should agree to the hard copy of the CA500D CWIP Report. For the following GL End Dates: a. June 12, 2008 b. September 30, 2008	Electronic	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Jones Harbor Mark Miller	NOAA
C4)		Breakdown of the 1720 CWIP balances by Line Office of the CA500D Report - for the following GL End Dates: a. June 12, 2008 b. September 30, 2008 <b>QUERY NAME: DISCPBC.FY08 PBC C4 &amp; C5</b>	Paper & Electronic (PDF)	Interim 2 Final	a. 7/14/08 c. 10/06/08	<b>7/14/08</b>	Jones Harbor Mark Miller	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
C5)		Detailed breakdown of the 1832 Software account of the CA500D report. a. June 12, 2008 b. September 30, 2008 <b>QUERY NAME: DISCPBC.FY08 PBC C4 &amp; C5</b>	Paper & Electronic (PDF)	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Jones Harbor Mark Miller	NOAA
C6)		Balance of CWIP on June 12 and a roll forward (reconciliation of 1720 and 1832 GL accounts) from June 12 to September 30, 2008.	Paper	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Jones Harbor Mark Miller	NOAA
C7)		Listing of CWIP projects that were completed in FY 2008 which include the project name, project codes, dollar amounts, date of completion and property ID number for the following periods: a. October 1, 2007 - June 12, 2008 b. June 12, 2008 - September 30, 2008 <b>QUERY NAME: DISCPBC.FY08 PBC C7</b>	Paper	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Jones Harbor Mark Miller	NOAA
C8)		Query of project codes selected for testwork (TBD).  <b>QUERY NAME: DISCGLBA.GL-AUDIT-REPORTS-AP-TRANS-DOCUMENTS</b>		Interim 2 Final	5 business days after notification of sample codes		Lou Deutsch	NOAA
C9)		Updated CWIP policies and procedures	website	Interim 2	07/14/08	<b>7/15/08</b>	Brad Hickson	NOAA
		<b>D) Facilities Management (Satellites)</b>						
D1)		CWIP Reconciliation for GOES I-M, GOES N & R Series, POLAR, METOP and NPOESS for the periods ending: a. June 30, 2008 b. September 30, 2008	Paper	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/11/08</b>	Lenora Woods	NOAA
D2)		The most recent President's Budget Submission for Geostationary System and Polar Orbiting System.	Paper	Interim 2	7/14/08	<b>7/11/08</b>	Elliot Forest	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
D3)		Listing of capitalizable satellites ground system projects as of a. June 30, 2008 b. September 30, 2008	Paper	Interim 2 Final	a. 7/14/08 b. 10/6/08	7/11/08	Lenora Woods	NOAA
D4)		Status of all GOES and POLAR Satellites, signed by program managers, as of: a. June 30, 2008 b. September 30, 2008	Paper	Interim 2 Final	a. 7/14/08 b. 10/6/08	7/11/08	Maggie Biggerstaff & Donna Anderson	NOAA
D5)		Documentation for the GOES I-M, GOES N Series, POLAR and Metop: <ul style="list-style-type: none"> <li>Estimated cost of Satellite worksheet</li> <li>Percentage of completion letter from NASA</li> <li>Listing of FY 2008 Accrued cost for all project codes</li> <li>Listing of FY 2008 Obligation for all project codes</li> <li>Listing of labor cost for FY 2008</li> <li>Listing of overhead cost for FY 2008</li> <li>Listing of cost adjustment for FY 2008</li> <li>Query of FY 2008 cost</li> <li>SOCC Costs spreadsheets for satellites capitalized</li> <li>Report of property constructed and handover letter from NASA for satellites capitalized in FY08.</li> <li>NASA POP Cost Plan by FY for NOAA Metop</li> </ul> <p>For the periods: a. October 1, 2007 – June 30, 2008 b. July 1, 2008 – September 30, 2008 Note: Listing should agree to the CA500D CWIP Report</p>	Paper	Interim 2 Final	a. 7/14/08 b. 10/06/08	7/11/08	Leona Woods Maggie Biggerstaff & Donna Anderson	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>D6)</b>		Documentation for NPOESS: <ul style="list-style-type: none"> <li>• NPOESS summary of cost and obligation</li> <li>• FY 2008 obligations summary and obligation detail for object class 2500.</li> <li>• Summary of Cost adjustments</li> <li>• FY 2008 cost (FCFY 08)</li> <li>• FY 2008 cost (FCFY 05)</li> <li>• Query of FY 2008 cost</li> </ul> For the periods: <ul style="list-style-type: none"> <li>a. October 1, 2007 – June 30, 2008</li> <li>b. July 1, 2008 – September 30, 2008</li> </ul>	Paper	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/11/08</b>	Lenora Woods Carol Breger	NOAA
		<b><i>E) Facilities Management (Inventory)</i></b>						
<b>E1)</b>		Name of contact person, phone number, and location for the physical inventories planned for NRC and NLSC as of June, 2008.	Electronic	Interim 2	06/01/08	<b>6/2/08</b>	Eric Parr Bob Brauch	NOAA
<b>E2)</b>		Updated inventory count procedures and other controls in place at both NRC and NLSC.		Interim 2	6/14/08, or earlier	<b>6/13/08</b>	Eric Parr Bob Brauch	NOAA
<b>E3)</b>		Detail listings of all inventories <u>for both NRC and NLSC</u> as of: <ul style="list-style-type: none"> <li>a. June, 2008 (date of physical inventory)</li> <li>b. September 30, 2008</li> </ul>	Paper & Electronic (PDF file)	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/8/08</b>	Eric Parr Bob Brauch	NOAA
<b>E4)</b>		Rollforward of inventory balances from June (physical inventory date) to September 30, 2008 for both NRC and NLSC.		Final	10/06/08		Eric Parr Bob Brauch	NOAA

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<b>E5)</b>		Annual inventory valuation schedule including a reconciliation from the detail listing obtained from the field to the balances reported in the FY 2008 financial statements for both NLSC and NRC operating materials and supplies, as of: a. June 12, 2008 b. September 30, 2008  This schedule should also include supporting documentation for the computation of inventory obsolescence reserve at June 12, 2008, and should include supporting documentation for all reconciling items.	Paper	Interim 2 Final	a. 07/14/08 b. 10/10/08	<b>7/16/08</b>	Eric Parr Bob Brauch	NOAA
<b>E6)</b>		Documentation supporting the price valuation for all inventory sample items selected (TBD).		Interim 2	5 business days after notification of sample items		Eric Parr Bob Brauch	NOAA
		<b><i>F) Facilities (Capital and Operating Leases)</i></b>						
<b>F1)</b>		A report of Real Property future minimum lease payments for capital leases as of: a. June 12, 2008 b. September 30, 2008	Electronic	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Mary Ann Whitmeyer Gina Ziegenbein	NOAA
<b>F2)</b>		Detail listing of leases where NOAA is the lessor as of: a. June 12, 2008 b. September 30, 2008	Electronic	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Veronica Rittenhouse Mark Miller	NOAA
<b>F3)</b>		Any spreadsheets for GSA rent projections for real property leases, and supporting documentation (Exhibit 54 schedules, rent estimate spreadsheet) for baseline rent and escalation factor for September 30, 2008		Final	10/06/08		Ed Ryan Gina Ziegenbein Sheryl Thomasson	NOAA / BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>F4)</b>		<p>Detail listing of personal property capital leases as of:</p> <p>a. June 12, 2008</p> <p>b. September 30, 2008</p> <p>Also, supporting documentation for all FY 2008 leases selected for detail testwork (TBD) and explanations for all changes to leases audited in prior years including type of property, terms, support for lease classification, future minimum lease payments schedule for FY 2008 through FY 2011, and the sum of the future minimum payments for FY 2012 and thereafter, and access to lease agreements.</p>		Interim 2 Final	<p>a. 7/14/08</p> <p>b. 10/06/08</p>	<b>7/14/08</b>	Thomas Deckard	NOAA
<b>F5)</b>		<p>Detail listing of real property capital leases as of:</p> <p>a. June 12, 2008</p> <p>b. September 30, 2008</p> <p>Also, supporting documentation for all FY 2008 leases selected for detail testwork (TBD) and explanations for all changes to leases audited in prior years including type of property, terms, support for lease classification, future minimum lease payments schedule for FY 2008 through FY 2011, and the sum of the future minimum payments for FY 2012 and thereafter, and access to lease agreements.</p>	Electronic	Interim 2 Final	<p>a. 7/14/08</p> <p>b. 10/06/08</p>	<b>7/14/08</b>	Mary Ann Whitmeyer	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>F6)</b>		<p>A rollforward of additions, retirements, and ending balances to personal property capital leases for the following periods:</p> <p>a. October 1, 2007 – June 12, 2008</p> <p>b. June 12, 2008 – September 30, 2008</p> <p>The rollforward should reflect the following columns: beginning balances, additions, deletions/retirements, adjustments, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's audited ending balance.</li> <li>Ending balance should agree to the respective general ledger</li> <li>Activity balances should agree to the Sunflower detail activity reports for the period.</li> <li>Supporting documentation should be provided for all adjustments to beginning balances.</li> </ul>		Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Thomas Deckard	NOAA
<b>F7)</b>		<p>A rollforward of additions, retirements, and ending balances to real property capital leases for the following periods:</p> <p>a. October 1, 2007 – June 12, 2008</p> <p>b. June 12, 2008 – September 30, 2008</p> <p>The rollforward should reflect the following columns: beginning balances, additions, deletions/retirements, adjustments, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's audited ending balance.</li> <li>Ending balance should agree to the respective general</li> </ul>	Electronic	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Mary Ann Whitmeyer  Gina Ziegenbein	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
		ledger <ul style="list-style-type: none"> <li>Activity balances should agree to the FRPM detail activity reports for the period.</li> <li>Supporting documentation should be provided for all adjustments to beginning balances.</li> </ul>						
<b>F8)</b>		Detail listing of operating leases as of: a. June 12, 2008 b. September 30, 2008 Also, supporting documentation for all FY 2008 leases selected for detail testwork (TBD) and explanations for all changes to leases audited in prior years including type of property, terms, and support for lease classification.	Electronic	Interim 2 Final	a. 7/14/08 b. 10/06/08	<b>7/14/08</b>	Mary Ann Whitmeyer	NOAA
<b>F9)</b>		Schedule of Leases Without Projected Expiration Dates, as of 09/30/08		Final	10/06/08		Mary Ann Whitmeyer	NOAA
		<b>G) Resource Management</b>						
<b>G1)</b>		Appropriation fund code listing for FY 2008	Paper & Electronic	Interim 1	4/21/08	<b>4/8/08</b>	Danny O'Berry	NOAA /BIS
<b>G2)</b>		Listing of total budget authority and transfers associated with NOAA and BIS for each Treasury symbol under NOAA's responsibility as of March 31, 2008 (Line 3A and Line 4 from March SF-133)	Electronic	Interim 1	4/21/08	<b>4/8/08</b>	Danny O'Berry	NOAA /BIS
<b>G3)</b>		Appropriation Act indicating the budget authority approved by Congress and the President for a sample of appropriations (sample to be selected and provided during the year).	Paper & Electronic	Interim 1	4/21/08	<b>4/9/08</b>	James LeDuc	NOAA
<b>G4)</b>		FY 2008 Financial Plan-(Previously Budget Operating Plan).	Paper & Electronic	Interim 1	4/21/08	<b>4/9/08</b>	James LeDuc	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>G5)</b>	Due date modified 4/15	SF-133s for the sampled appropriation codes (TBD) and supporting documentation (i.e. Appropriation Warrants Report, SF-1151, Journal entries, etc.) for: a. 2 <sup>nd</sup> quarter b. 3 <sup>rd</sup> quarter c. 4 <sup>th</sup> quarter Please provide drafts as available. Please provide the final version of the SF-133 as well as the signed-off draft FACTS II version.	Paper	Interim 1 Interim 2 Final	a. 4/28/08 a. 7/14/08 b. 10/17/08	<b>5/1/08</b> <b>7/14/08</b>	Tracey Cornish / GLRB-B Branch Chief	NOAA
<b>G6)</b>	Due date modified 4/15	Copies of Adjusted Excel General Ledger Trial Balance for every fund code for each sampled Appropriation (up to SF-133 column) for: a. 2 <sup>nd</sup> quarter b. 3 <sup>rd</sup> quarter c. 4 <sup>th</sup> quarter	Paper & Electronic	Interim 1 Interim 2 Final	a. 4/28/08 b. 7/14/08 c. 10/06/08	<b>5/1/08</b> <b>7/14/08</b>	Danny O'Berry	NOAA
<b>G7)</b>		Public Law documents for FY 2008 (i.e. rescissions or other changes to the appropriation) for sampled appropriations.	Electronic	Interim 1	4/21/08	<b>4/9/08</b>	James LeDuc Zoreida Vazquez	NOAA /BIS
<b>G8)</b>	* (03/31)	Query of Current Year SF-1151 Non-Expenditure Transfers and Warrants, for periods: a. October 1, 2007 to June 30, 2008 b. July 1, 2008 to September 30, 2008 <b>QUERY NAME: DISCGLBA.FM BUDRES</b>		Interim 2 Final	a. 7/14/08 b. 10/10/08	<b>7/1/08</b>	Danny O'Berry	NOAA / BIS
<b>G9)</b>		Combined Statement of Budgetary Resources as of 9/30/08		Final	10/13/08		Melvin Spencer Mark Miller	NOAA /BIS
<b>G10)</b>		FY08 "Statement of Budgetary Resources vs. SF-133 Comparison".		Final	10/31/08, or as available		Melvin Spencer Mark Miller	NOAA /BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>G11)</b>	Due date modified 4/15	SF-132s for selected appropriation codes, for: a. 2 <sup>nd</sup> quarter b. 3 <sup>rd</sup> quarter c. 4 <sup>th</sup> quarter	Paper	Interim 1 Interim 2 Final	a. 4/28/08 b. 7/14/08 c. 10/10/08	<b>5/1/08</b> <b>7/14/08</b>	Tracey Cornish / GLRB-B Branch Chief	NOAA
<b>G12)</b>	Due date modified 4/15 Due date modified 7/28/08	Variance reports for sampled appropriation codes, for: a. 2 <sup>nd</sup> quarter b. 3 <sup>rd</sup> quarter c. 4 <sup>th</sup> quarter	Electronic	Interim 1 Interim 2 Final	a. 4/28/08 b. 7/28/08 c. 10/10/08	<b>5/12/08</b> <b>7/30/08</b>	James LeDuc	NOAA
<b>G13)</b>	Due date 7/14 Due date modified to 7/21/08	FACTS II folder for sampled appropriation codes, for: a. 2 <sup>nd</sup> quarter b. 3 <sup>rd</sup> quarter c. 4 <sup>th</sup> quarter		Interim 1 Interim 2 Final	a. 5/5/08 b. 7/21/08 c. 10/21/08	<b>5/1/08</b> <b>7/21/08</b>	Tracey Cornish / GLRB-B Branch Chief	NOAA
<b>G14)</b>	Modified 4/15 (reference to G16)	FY08 Conference Report for NOAA/BIS showing amounts appropriated for each project. This should tie to the Funds Control Document (PBC request item #G16).	Electronic	Interim 1	4/21/08	<b>4/9/08</b>	James LeDuc Zoreida Vazquez	NOAA /BIS
<b>G15)</b>	Modified January 08 Provided	Line office budget officers' obligation variance analysis as of 3/31/08.		Interim 1	4/21/08	<b>5/12/08</b>	James LeDuc	NOAA
<b>G16)</b>		Funds Control Document (Obligations to Appropriations Document) as of September 30, 2008, including explanation of what each column represents.		Final	10/06/08		James LeDuc	NOAA /BIS
<b>G17)</b>		Walkthrough the CBS system screen-prints to document adherence to FY 2008 budget.	Electronic	Interim 1	4/21/08	<b>4/9/08</b>	James LeDuc	NOAA /BIS
<b>G18)</b>		Budgetary to Proprietary Accounts Relationship / Tie-Point Analysis, for sample appropriations.		Final	10/10/08		Tracey Cornish / GLRB-B Branch Chief	NOAA
<b>G19)</b>		Account Classification Code Structure		Interim 1	4/21/08	<b>4/24/08</b>	Brad Hickson	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
		<b>H) Credit Risk Management</b>						
<b>H1)</b>		<p>Detail listing of direct loans (from the subsidiary ledger) for the following loan programs:</p> <ul style="list-style-type: none"> <li>Coastal Zone Management Fund (Fund P)</li> <li>Fishing Vessel Obligation Guarantee (FVOG) <ul style="list-style-type: none"> <li>liquidating account (Fund N)</li> <li>financing account (Fund F)</li> </ul> </li> <li>Fisheries Financing Account (Fund E)</li> <li>Pacific Groundfish Buyback (Fund E)</li> <li>Pollock Buyback (Fund E)</li> <li>Crab Buyback (Fund E)</li> <li>Non Pollock Groundfish Buyback (LC) (Fund E)</li> <li>Notes Receivable (Fund N)</li> <li>Fisheries Loan Fund Code 54 Loans (Fund G)</li> <li>CZMF Estimated Accrued Interest (Fund P)</li> <li>Any new disbursed loans</li> </ul> <p>Listings as of:</p> <p>a. March 31, 2008</p> <p>b. June 30, 2008</p> <p>c. September 30, 2008</p> <p><b>QUERY NAME: DISCPBC.FY08 PBC H1</b></p>	Paper	Interim 1 Interim 2 Final	a. 4/14/08 b. 7/14/08 c. 10/03/08	<b>4/8/08</b> <b>7/15/08</b>	Mark St. Clair	NOAA
<b>H2)</b>		E Fund (including Tuna Fleet) – Loan portfolio spreadsheets by cohort, showing FY disbursements.		Final	10/03/08		Mary Onofrio Danny O’Berry	NOAA
<b>H3)</b>		Detail listing of E fund loans as of August 31, 2008		Final	9/29/08		Mark St. Clair	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
H4)		Detail listing of all FY 2008 new loan guarantee defaults, at: a. June 30, 2008 b. September 30, 2008		Interim 2 Final	a. 7/14/08 b. 10/06/08	7/15/08	Mark St. Clair	NOAA
H5)		Descriptive documentation for new approved loan programs in FY 2008, if applicable.	Electronic	Interim 1	4/14/08	4/11/08	David Moyer	NOAA
H6)		Calculations supporting the "Allowance for Doubtful Loans" for Coastal Zone Management Fund (Fund P) and Summary of Loans Loss Provisions as of September 30, 2008.		Final	10/06/08		Joseph A. Uravitch Ruth Best	NOAA
H7)		Fishing Vessel Obligation Guarantee (FVOG) liquidating account (FUND N) – N Fund Collectibility Estimates, and Allowance for loss calculations, as of: a. March 31, 2008 b. June 30, 2008 c. September 30, 2008.	Paper	Interim 1 Interim 2 Final	a. 04/14/08 b. 07/14/08 c. 10/06/08	4/8/08 7/11/08	Mary Onofrio Danny O'Berry	NOAA
H8)		Appraisal of Port Arthur properties as of 9/30/08.		Final	10/06/08		Joseph A. Uravitch Ruth Best	NOAA
H9)		E Fund – Interest Accrual Report, as of: a. June 30, 2008 b. September 30, 2008	Paper	Interim 2 Final	a. 07/14/08 b. 10/06/08	7/11/08	Mary Onofrio Danny O'Berry	NOAA
H10)		A summary and detail report for Federal Ship Financing Fund contingent liability as of 9/30/08		Final	10/06/08		Mark St. Clair	NOAA
H11)		F Fund – Gulf King Services, OGRG-008 & OGRG-008 Status Report for FY 2008		Final	10/06/08		David Moyer	NOAA
H12)		Portfolio Review and Risk Assessment (Sensitivity Analysis) for FY 2008		Final	10/06/08		David Moyer	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
H13)		Schedule that details the average contingent liabilities for loan losses in the liquidating account since 1981, the annual defaults (demand paid), annual collections (from collateral).		Final	10/06/08		David Moyer	NOAA
H14)		List of Fisheries Finance Program – Cash Inflows and Outflows calculated through September 30, 2008, used for the calculation of the default and recovery rates.		Final	10/06/08		David Moyer	NOAA
H15)		Copy of IPAC transaction printout for Treasury interest income and expense for FY 2008 for funds 13X4324 and 13X4314.		Final	10/06/08		Mary Onofrio Danny O’Berry	NOAA
H16)		Schedule for Reconciling Subsidy Allowance, separated by loan program		Final	10/06/08		Mary Onofrio Danny O’Berry	NOAA
H17)		Subsidy expense calculation worksheet by component and support for FY08 subsidy component rates.		Final	10/06/08		Mary Onofrio Danny O’Berry	NOAA
H18)		Query showing breakdown of subsidy allowance amortization. <b>QUERY NAME: DISCGLBA.1399DETAIL</b>		Final	10/06/08		Mary Onofrio Danny O’Berry	NOAA
H19)		Nonexpenditure Transfer Authorization forms supporting the Debt to Treasury amount for funds 13X4324 and 13X4314.		Final	10/10/08		Mary Onofrio Danny O’Berry	NOAA
H20)		“Intragovernmental Fiduciary Confirmation System” (IFCS) printout supporting the Debt to Treasury balance at 9/30/08 for 13X4324 and 13X4314.		Final	10/17/08		Mary Onofrio Danny O’Berry	NOAA
H21)		Credit Subsidy Calculator (CSC) reestimate worksheets, and cash flow reestimate electronic files.		Final	10/8/08		Mary Onofrio Danny O’Berry	NOAA

<b>Item #</b>	<b>New Items*</b>	<b>Documents to be provided</b>	<b>Format</b>	<b>Time/ Phase</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Contact Person(s)</b>	<b>Bureau (s)</b>
<b>H22)</b>		A detail listing of foreclosed properties related to liquidating account and FVOG (if applicable) as of 9/30/08		Final	10/06/08		Mary Onofrio Danny O'Berry	NOAA
<b>H23)</b>		Calculation of realized gain on the sale of collateral for FY 2008		Final	10/06/08		Mary Onofrio Danny O'Berry	NOAA
<b>H24)</b>		Reconciliation of the Liability for Loan Guarantees and the Subsidy Allowance for the F fund (13X4314).		Final	10/10/08		Mary Onofrio Danny O'Berry	NOAA
<b>H25)</b>		Calculations supporting the gain/loss on Port Arthur sales.		Final	10/10/08		Mary Onofrio Danny O'Berry	NOAA
<b>H26)</b>		Trial Balances by cohort in electronic form that include GJ's.		Final	10/10/08		Mary Onofrio Danny O'Berry	NOAA
<b>H27)</b>		Consolidating Calculating tool for sample cohorts selected in electronic form (TBD).		Final	10/03/08		Mary Onofrio Danny O'Berry	NOAA
<b>H28)</b>		Amortization schedules submitted to OMB used for the reestimates in electronic form.		Final	10/08/08		Mary Onofrio Danny O'Berry	NOAA
<b>H29)</b>		Support for administration costs associated with the P-Fund.		Final	10/10/08		Tim Morris	NOAA
<b>H30)</b>		Explanation from NMFS on the assumptions used in the buyback programs which included technical data.		Final	10/10/08		Mike Sturtevent	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
		<i>J) Customer Billing</i>						
<b>J1)</b>		Balance of seized and forfeited property: a. at June 30, 2008 b. a roll forward from June 30 to September 30, 2008 Also access to supporting documentation for such activity.	Paper Copy	Interim 2 Final	a. 7/14/08 b. 10/03/08	<b>7/10/08</b>	Mark St. Clair Richard Mannix	NOAA /BIS
<b>J2)</b>		Detail listing of CMP cases assessed or settled in October 2008 as of 10/25/08		Final	10/25/08		Mark St. Clair	NOAA /BIS
<b>J3)</b>		EMIS report of only legally enforceable cases as of 9/30/08.		Final	10/06/08		Richard Mannix	NOAA /BIS
<b>J4)</b>		Data file and listing containing all cash receipts, with a reconciliation to the GL, from: a. October 1, 2007 through March 31, 2008; b. April 1, 2008 through June 30, 2008; c. July 1, 2008 through August 31, 2008; and d. September 1 through September 30, 2008. Note: This file should contain the schedule number so that ADJ's can be identified. <b>QUERY NAME: FPCD-COMMON/PBC QUERIES/FY 08 PBC J4</b>	Electronic (CD-Rom)	Interim 1 Interim 2 Final Final	a. 04/21/08 b. 07/14/08 c. 09/29/08 d. 10/03/08	<b>4/21/08</b> <b>7/10/08</b>	Joyce Bowman Nancy Eadie Bob Wolin	NOAA / BIS
<b>J5)</b>		Detailed file for unfilled customer orders without advance (acct # 4221) and unfilled customer orders with advance (acct # 4222) issued from: a. October 1, 2007 through March 31, 2008; b. April 1, 2008 through June 30, 2008; c. July 1, 2008 through August 31, 2008; and d. September 1 through September 30, 2008. Each file should be accompanied by a reconciliation of the data files to the general ledger. <b>QUERY NAME: DISCGLBA.GL-AUDIT-REPORTS-UFCO</b>	Electronic(CD)	Interim 1 Interim 2 Final Final	a. 04/21/08 b. 07/14/08 c. 09/29/08 d. 10/03/08	<b>4/21/08</b> <b>7/10/08</b>	Joyce Bowman Nancy Eadie Bob Wolin	NOAA / BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>J6)</b>		Data files from <b>CBS</b> along with reconciliation of data files to the general ledger for the detail listing of total billed accounts receivable and total unbilled accounts receivable: a. balance as of June 30, 2008 b. activity for the period of July 1 -September 30, 2008 (with a roll forward from June 30 to September 30, 2008). <b>QUERY NAME: DISCGLBA.GL-AUDIT-REPORTS-1310</b>	Electronic	Interim 2 Final	a. 07/14/08 b. 10/03/08	<b>7/10/08</b>	Joyce Bowman Nancy Eadie Bob Wolin	NOAA
<b>J7)</b>		Weekly data files for listing of cash receipt for the month of October 2008 from CBS along with reconciliation to the general ledger for the following periods: a. October 1- October 10, 2008; b. October 11 - October 17, 2008 c. October 18 – October 24, 2008 d. October 25 – October 31, 2008 <b>QUERY NAME: FPCD-COMMON/PBC QUERIES/FY 08 PBC J7</b>	Electronic	Final	a. 10/17/08 b. 10/24/08 c. 10/31/08 d. 11/7/08		Joyce Bowman Nancy Eadie Bob Wolin	NOAA / BIS
<b>J8)</b>	Due date revised	TROR Report on Accounts and Loans Receivable Due from the Public for each quarter in FY 2008.		Final	10/21/08		Tony Furnia	NOAA / BIS
<b>J9)</b>		Detail listing of Civil Monetary Penalties accounts receivable balance from <b>CBS</b> as of September 30, 2008, including aging analysis and support for “Allowance for Uncollectible Account Receivable” and “Bad Debt Expense” as of September 30, 2008.		Final	10/10/08		Danny O’Berry	NOAA / BIS
<b>J10)</b>		Documentation of any new procedures with regard to Civil Monetary Penalties implemented after 9/30/07.		Final	10/10/08		Mark St. Clair Richard Mannix	NOAA / BIS
<b>J11)</b>		A list of cases sent to the Dept. of Justice for civil penalty action, consultation for civil collection action, or civil forfeiture action as of 9/30/08.		Final	10/10/08		Richard Mannix	NOAA / BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
J12)		Aging Analysis of accounts receivable, detailing amounts that are current, over 30, 60, 90, and over 90 days old, as of: a. June 30, 2008 b. September 30, 2008	Paper	Interim 2 Final	a. 07/14/08 b. 10/03/08	7/14/08	Tracey Cornish / GLRB-B Branch Chief	NOAA / BIS
J13)		Detailed list of Deferred Revenue (Account 2310) for the periods: a. 10/1/07-6/30/08 b. 7/1/08-9/30/08 <b>QUERY NAME: DISCGLBA.GL-AUDIT-REPORTS-2310</b>	Electronic	Interim 2 Final	a. 07/14/08 b. 10/03/08	7/10/08	Joyce Bowman Nancy Eadie Bob Wolin	NOAA / BIS
J14)		Listing of accounts receivable write-offs for each FY 2008 quarter.		Final	10/03/08		Hsiying Wang	NOAA / BIS
		<i>K) Grants Management</i>						
K1)		A detail list of all FY 2008 grant obligations unpaid (48x1) and paid (48x2) as of: a. March 31, 2008 b. June 30, 2008 c. August 31, 2008. <b>QUERY NAME: DISCGLBA.GL-AUDIT-REPORTS-GRANTS</b>	Electronic	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 09/19/08	4/21/08 7/14/08	Joyce Bowman Nancy Eadie Bob Wolin	NOAA
K2)		A detail list of all active awards, at: a. March 31, 2008 b. June 30, 2008 c. August 31, 2008.	Electronic	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 09/19/08	4/23/08 7/2/08	Patricia Rauch	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>K3)</b>		<p>A detail list of grant awards expired in FY 2008, as of:</p> <p>a. March 31, 2008</p> <p>b. June 30, 2008</p> <p>c. August 31, 2008</p> <p>Each list should include expiration date, start date, UDO balance (if possible), award number, grant recipient name, and federal dollar amount.</p> <p>This list should be in ascending order by expiration date, group award numbers by line office, and show total number and amount of awards. The listing at June 30 should be rolled forward from the March 31 listing, etc.</p>	Electronic	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 09/19/08	<b>4/23/08</b> <b>7/2/08</b>	Patricia Rauch	NOAA
<b>K4)</b>		<p>A detail listing of grants awarded that were closed in FY 2008, as of:</p> <p>a. June 30, 2008</p> <p>b. September 30, 2008.</p>	Electronic	Interim 2 Final	a. 07/14/08 b. 10/03/08	<b>7/2/08</b>	Patricia Rauch	NOAA
<b>K5)</b>	* (03/31)	09/30/08 Grant Adjustment, with supporting documentation		Final	10/15/08		Melvin Spencer / Mark Miller	NOAA
<b>K6)</b>		A list of names that are authorized in signing CD-435's for grants.		Interim 1	04/21/08	<b>4/11/08</b>	Patricia Rauch	NOAA
<b>K7)</b>		<p>SF-272 reports (Negative Cash on Hand) for FYs 2004 to 2007, as of:</p> <p>a. March 31, 2008</p> <p>b. September 30, 2008</p> <p>The reports should include the following columns: grant no., report start date, report end date, drawdown, federal share, cash on hand and date last updated.</p>	Electronic	Interim 1 Final	04/21/08 10/03/08	<b>4/21/08</b>	Patricia Rauch	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>K8)</b>		SF-272 reports (Positive Cash on Hand) for FYs 2004 to 2007, as of: a. March 31, 2008 b. September 30, 2008 The reports should include the following columns: grant no., report start date, report end date, drawdown, federal share, cash on hand and date last updated.	Electronic	Interim 1 Final	04/21/08 10/03/08	<b>4/21/08</b>	Patricia Rauch	NOAA
<b>K9)</b>		A list of legal counsel attorneys who are authorized to provide legal clearance of NOAA awards.	Electronic	Interim 1	04/21/08	<b>4/21/08</b>	Patricia Rauch	NOAA
<b>K10)</b>		Detail listings at June 30, 2008, of: • Advances (other than grants) • Travel advances	Paper	Interim 2	7/14/08	<b>7/14/08</b>	Joyce Bowman Nancy Eadie Bob Wolin	NOAA
<b>K11)</b>		A detail list of all grantees subject to A-133 compliance.		Final	10/03/08		Patricia Rauch	NOAA
<b>K12)</b>		A detail listing of non-ASAP Grant Recipients.		Final	10/03/08		Patricia Rauch	NOAA
<b>K13)</b>		Query of selected grant transactions showing the fund codes that were affected (TBD).			TBD		Maria Eisel	NOAA
<b>K14)</b>		Report breaking out 4902 by object class as well as a break-out of account 2190 by object class, with the grant related activity shown in a separate column for both reports. <b>QUERY NAMES: DISCPBC.FY 08 PBC K14 – 1 OF 2</b> <b>DISCPBC.FY 08 PBC K14 – 2 OF 2</b>		Final	10/17/08		Nancy Eadie	NOAA
<b>K15)</b>		Break-out of account 6100 by object class code with the grant related activity shown in a separate column. <b>QUERY NAME: DISCPBC.FY 08 PBC K15</b>		Final	10/17/08		Nancy Eadie	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
K16)		Analysis which splits the Advances account into 'Grant Advances' and 'Other Advances' for account #1410, at: a. March 31, 2008 b. September 30, 2008 <b>QUERY NAME: DISCGLBA.GL-AUDIT-REPORTS-14XX-ADVANCES</b>	Electronic	Interim 2 Final	a. 4/21/08 b. 10/17/08	<b>4/21/08</b>	Veronica Rittenhouse Mark Miller	NOAA
K17)		Spreadsheet showing the update for FY 2008 grants that were related to fisheries were in compliance with the Fish and Wildlife Act.		Final	10/06/08		Patricia Rauch	NOAA
K18)		Procedures for Recording Grant Accruals / Advances (Exhibit L)	Paper	Planning	N/A	<b>3/31/08</b>	Mike Martin	NOAA
K19)	<b>4/22/08</b>	Year-end 'Advances 1410 Sample Population' query, showing advance balances by project, fund, vendor, etc.	Electronic	Final	10/10/08			NOAA
K20)	<b>4/23/08</b>	A list of names Grant Officers) that are authorized to signing CD 450/451	Electronic	Interim 1	4/29/08	<b>5/6/08</b>		
		<b>L) Financial Management (FBWT)</b>						
L1)		<i>Statement of Transactions</i> (SF 224) for NOAA's agency location code (ALC ) and supporting documentation for: ( a. March, 2008 b. June, 2008 c. September 2008.	Paper	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 10/06/08	<b>4/21/08</b> <b>7/10/08</b>	Ruth Ann Bond/ Nancy Eadie	NOAA /BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>L2)</b>		Collection Reported on SF 224 for the (2008) months of: a. March b. April c. June d. July e. September f. October.	Paper	Interim 1 Interim 1 Interim 2 Interim 2 Final Final	a. 4/21/08 b. 5/12/08 c. 7/14/08 d. 8/15/08 e. 10/10/08 f. 11/10/08	<b>4/21/08</b> <b>5/9/08</b> <b>7/10/08</b>	Ruth Ann Bond Nancy Eadie	NOAA /BIS
<b>L3)</b>		<i>Statement of Difference</i> (TFS 6652), along with reconciliation of the general ledger amounts to report amounts, including supporting documentation – for: a. March, 2008 b. June, 2008 c. September, 2008	Paper	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 10/10/08	<b>4/21/08</b> <b>7/10/08</b>	Nancy Eadie	NOAA /BIS
<b>L4)</b>		SF 2108 Year-end closing statement: a. Draft b. Final		Final Final	a. When available b. 10/27/08		Danny O’Berry	NOAA /BIS
<b>L5)</b>		2008 Monthly Cash Reconciliations of the General Ledger Cash Accounts, and supporting schedules – for months of: a. March, 2008 b. June, 2008 c. September, 2008	Paper	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 10/17/08	<b>4/21/08</b> <b>7/14/08</b>	Nancy Eadie	NOAA /BIS
<b>L6)</b>	Revised 8/17/08 to 7/17/08	Copies of GWA statement (formerly FMS 6653 and FMS 6654) and the FMS 6655, for: a. March, 2008 b. June, 2008 c. September, 2008.	Paper	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/17/08 c. 10/16/08	<b>4/21/08</b> <b>7/10/08</b>	Ruth Ann Bond Nancy Eadie	NOAA /BIS
<b>L7)</b>		Listing of FY 2008 receipts considered undeposited receipts.		Final	10/10/08		Nancy Eadie	NOAA /BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>L8)</b>		Detail listing of the foreign currency receipts and disbursements for FY 2008, as of: a. June 30, 2008 b. September 30, 2008	Paper & Electronic	Interim 2 Final	a. 07/14/08 b. 10/06/08	<b>7/2/08</b>	Nancy Eadie Karen Green	NOAA /BIS
<b>L9)</b>		Listing of all petty cash and imprest funds including amount and location, plus the name and phone number of custodian. The information at the ASC's should be provided to HQ. The total should agree to the General Ledger. As of: a. June 30, 2008 b. September 30, 2008	Paper	Interim 2 Final	a. 07/14/08 b. 10/06/08	<b>7/14/08</b>	Joyce Bowman Nancy Eadie	NOAA /BIS
<b>L10)</b>		Investment and Redemption Fund Register for all funds, as of: a. June 30, 2008 b. September 30, 2008. Copies of transaction confirmations from Treasury for each investment and redemption.	Paper	Interim 2 Final	a. 07/14/08 b. 10/06/08	<b>7/14/08</b>	Tracey Cornish / GLRB-B Branch Chief	NOAA /BIS
<b>L11)</b>		Detail listing of activity in the 1010 account for suspense funds (FC 64-67) for the periods: a. 10/01/07 – 6/30/08 b. 7/01/08 – 9/30/08 <b>QUERY NAMES: DISCPBC.FY 08 PBC L11 – FC 64</b> <b>DISCPBC.FY 08 PBC L11 – FC 65</b> <b>DISCPBC.FY 08 PBC L11 – FC 66</b> <b>DISCPBC.FY 08 PBC L11 – FC 67</b>	Paper	Interim 2 Final	a. 07/14/08 b. 10/3/08	<b>7/10/08</b>	Ruth Ann Bond / Nancy Eadie	NOAA /BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>L12)</b>		Listing of all cash on deposit with financial institutions, if any, by institution, including the type of each account, corresponding account numbers and the names of individuals having signatory authority for each account – as of: a. June 30, 2008 b. September 30, 2008	Email response	Interim 2 Final	a. 07/14/08 b. 10/10/08	<b>7/14/08 (None)</b>	Mark Miller	NOAA /BIS
		<i>M) Procurement</i>						
<b>M1)</b>		Financial Document Distribution Listing (if different from the FY 2007 listing).		Interim 2	07/14/08	<b>7/15/08</b>	Lois Coleman	NOAA
<b>M2)</b>		Data file containing all cash disbursements by object class code for: a. October 1, 2007 through March 31, 2008; b. April 1 through June 30, 2008; c. July 1 through August 31, 2008; and d. September 1 through September 30, 2008. Each data file should be accompanied by a reconciliation to the GL. <b>QUERY NAME: FPCD-COMMON/PBC QUERIES/FY 08 PBC M2</b>	Electronic (CD Rom)	Interim 1 Interim 2 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 09/19/08 d. 10/03/08	<b>4/21/08</b> <b>7/10/08</b>	Joyce Bowman Nancy Eadie Bob Wolin	NOAA
<b>M3)</b>		Detail data files of undelivered orders from CBS (GLD 173 Version B) along with reconciliation data files to the GL, as of: a. September 15, 2008 b. September 30, 2008	Electronic	Interim 2 Final	a. 09/19/08 b. 10/10/08		Marti Iacono	NOAA / BIS
<b>M4)</b>		Detail listing of accounts payable (data files from <b>CBS</b> (GLD 172 B)), along with reconciliation of data files to the general ledger, for: a. June 30, 2008 b. September 30, 2008.	Electronic	Interim 2 Final	a. 07/14/08 b. 10/10/08	<b>7/14/08</b>	Marti Iacono	NOAA / BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
M5)		Detail listing of disbursements by object code for the periods: a. October 1- October 10, 2008; b. October 11 - October 17, 2008 c. October 18 – October 24, 2008 d. October 25 – October 31, 2008 <b>QUERY NAME: DISCGLBA.GL-AUDIT-REPORTS-1010</b>	Electronic	Final	a. 10/17/08 b. 10/24/08 c. 10/31/08 d. 11/07/08		Joyce Bowman Nancy Eadie Bob Wolin	NOAA / BIS
M6)		FY 2008 payment performance data submitted to DOC, as required by OMB Circular A-125 and the <i>Prompt Payment Act</i> .		Final	10/10/08		Lois Coleman	NOAA
M7)		Listing of contingent liabilities (e.g. guarantees or endorsements, incurred but unreported claims, irregularities involving management or employees, unfunded, pension costs, cases transferred to the Department of Justice, etc.) as of September 30, 2008.		Final	10/20/08		Mark Miller	NOAA
M8)		Detail listing of all contracts identified as having contract retainage provisions, as of: a. June 30, 2008 b. September 30, 2008 <b>QUERY NAME: DISCPBC.FY 08 PBC M8 &amp; M9</b>	Electronic	Interim 2 Final	a. 07/14/08 b. 10/10/08	<b>7/14/08</b>	Jerry Rorstrom-Lee	NOAA
M9)		For contracts: detail listing of contract retainages with total accrued cost that have been withheld as of: a. June 30, 2008 b. September 30, 2008 <b>QUERY NAME: DISCPBC.FY 08 PBC M8 &amp; M9</b>	Electronic	Interim 2 Final	a. 07/14/08 b. 10/10/08	<b>7/16/08</b>	Jerry Rorstrom-Lee	NOAA
M10)		Detail listing (roll-forward) of all other liabilities as of: a. June 30, 2008 b. September 30, 2008	Paper	Interim 2 Final	a. 07/14/08 b. 10/10/08	<b>7/14/08</b>	Veronica Rittenhouse Mark Miller	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>M11)</b>		Aging analysis for accounts payable (GLD 172 G) that indicates amounts outstanding 30, 60, 90, and over 90 days, as of: a. June 30, 2008 b. September 30, 2008	Electronic	Interim 2 Final	a. 07/14/08 b. 10/06/08	<b>7/14/08</b>	Marti Iacono	NOAA /BIS
<b>M12)</b>		Aging analysis for undelivered orders that indicate amounts outstanding 30, 60, 90, and over 90 days as of: a. September 15, 2008 b. September 30, 2008		Final Final	a. 09/20/08 b. 10/06/08		DOC OFM	NOAA
<b>M13)</b>		Project Code Listing for all goals (Budgeting Office) as of June 30, 2008. <b>QUERY NAME: CAMSADM.PE-REPORTING (WORKSHEET: GOAL/PROG/ACT/CBS PROG – QTRLY AMT)</b>		Interim 2	7/14/08	<b>6/30/08</b>	Lisa Connley	NOAA
<b>M14)</b>		The FY 2008 Internal Fund Cost allocation rates.		Final	10/06/08		Thomas Santymire	NOAA
<b>M15)</b>		The FY 2008 balance for deferred Credits as of 9/30/08.		Final	10/17/08		Veronica Rittenhouse Mark Miller	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>M16)</b>		<p>Disbursement report for Prompt Pay Act, for the periods of:</p> <p>a. 10/1/07 - 6/30/08</p> <p>b. 7/1/08 – 9/30/08.</p> <p>This report should show all payments made to vendors and have the following fields:</p> <ol style="list-style-type: none"> <li>1. Vendor name</li> <li>2. Invoice number (and any other information that help locating the supporting documents)</li> <li>3. Invoice amount and amount paid</li> <li>4. Date invoice was received</li> <li>5. Date invoice was paid</li> <li>6. Interest paid, if any"</li> <li>7. If item was flagged as "do not pay interest penalty"</li> </ol> <p><b>QUERY NAME: FPCD-COMMON/PBC</b> <b>QUERIES/FY 08 PBC M16</b></p>	CD	Interim 2 Final	a. 07/14/08 b. 10/10/08	<b>7/7/08</b>	Karen Green	NOAA / BIS
<b>M17)</b>		<p>The detail schedules for Prepayments for both Intergovernmental and Governmental, as of:</p> <p>a. June 30, 2008</p> <p>b. September 30, 2008</p>	Electronic	Interim 2 Final	a. 07/14/08 b. 10/13/08	<b>7/14/08</b>	Mark Miller	NOAA
<b>M18)</b>		<p>SQL query data file (listing) of upward and downward adjustments to undelivered orders in the GLD173B format that reconciles to the general ledger as of September 15, 2008</p> <p><b>QUERY NAME: FPCD-COMMON/PBC</b> <b>QUERIES/FY 08 PBC M18</b></p>	Electronic	Interim	9/19/08		Marti Iacono	NOAA / BIS
		<b>N) Human Resources</b>						
<b>N1)</b>		NFC Payroll Reports listing NOAA/BIS employees who were paid for pay periods between June 1, 2008 through August 31, 2008.		Final	9/29/08		Renita Richardson	NOAA / BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
N2)		Listing of NOAA Corps employees via the Roster of Commissioned Officers, as of January 1, 2008.		Interim 2	7/14/08	7/17/08	Katherine Raymond	NOAA / BIS
N3)		Access to Personnel files for NOAA/BIS and NOAA Corps employees.		Interim 2 Final	a. 07/21/08 b. 10/06/08	7/21/08	Renita Richardson Katherine Raymond	NOAA / BIS
N4)		Reconciliation of CBS payroll expenses, including CBS query of actual and estimated payroll expenses for object classes 11, 12, 13, and 14, as of September 30, 2008. <b>QUERY NAME: DISCPBC.FY 08 PBC N4</b>		Final	10/03/08		Ruth Ann Bond Nancy Eadie	NOAA / BIS
N5)		Object Class Year-end Summary Report (Object class 1230-1237) for Employer Contributions to Retirement. <b>QUERY NAMES: DISCPBC.FY 08 PBC N5 – NOAA DISCPBC.FY 08 PBC N5 – BIS</b>		Final	10/03/08		Ruth Ann Bond Nancy Eadie	NOAA / BIS
N6)	Revised 10/3 to 10/7  Revised (printout to PP19)	Reconciliation detailing the actual monthly payroll expense, NFC000 for pay period 19 and GWA: Undisbursed Appropriation Account Ledger for the months: a. October 2007 through September 2008 b. October 2008 <b>QUERY NAME: FPCD-COMMON/PBC QUERIES/FY 08 PBC N6</b>		Final Final	a. 10/07/08 b. 11/03/08		Ruth Ann Bond Nancy Eadie	NOAA / BIS
N7)		CBS print out, for each FY 2008 month, of NOAA Corps Plan & Obligation detail, which is broken down between object classes		Final	10/03/08		Carolyn Harris	NOAA / BIS
N8)		09/30/08 payroll accrual computation.		Final	10/3/08		Ruth Ann Bond Nancy Eadie	NOAA / BIS
N9)		NFC Focus Report used to support accrued annual leave for both NOAA and BIS and NOAA Corps Pay Leave Status Report, detailed by individual, as of September 30, 2008.		Final	10/3/08		Mark Miller	NOAA / BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
N10)		CBS query showing the total number of employees, and the number of employees enrolled in a health benefits plan, for both NOAA and BIS at 09/30/08. <b>(Request date revised)</b> Quarterly FEHBA Count Query for NOAA/BIS. <b>QUERY NAME: DISCPBC.FY 08 PBC N10</b>		Final	10/3/08		Ruth Ann Bond Nancy Eadie	NOAA / BIS
N11)		NOAA Corps Pension Actuarial Report as of 9/30/08 <i>and</i> NOAA Corps FY 2008 Pension Data File (details the social security number, birth date, sex, hire date, retirement date, and monthly salary/benefit amount for each active duty personnel, retired annuitant, disabled annuitant, & surviving family), both from Hay Huggins Company, Inc. <i>Please redact Social Security Numbers before providing this report.</i>	Both Electronic and Paper	Final (or when available)	10/3/08		Carolyn Harris	NOAA
N12)		Health benefits actuarial report as of 9/30/08 from Hay Huggins Company, Inc for the NOAA Corps.		Final (or when available)	10/3/08		Carolyn Harris	NOAA
N13)		09/30/08 FECA Liability calculation for both NOAA and BIS.		Final	10/10/08		Melvin Spencer Mark Miller	NOAA / BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>N14)</b>		Imputed Cost Calculation <ul style="list-style-type: none"> <li>Quarterly DOC Accounting for Pensions and Other Retirement Benefits Report</li> <li>NOAA/BIS prepared spreadsheets detailing the pension and ORB expense calculation (electronic copy if available)</li> <li>FY 2008 Retirement and Other Benefits Calculation of 1<sup>st</sup> and 4<sup>th</sup> Quarter Conversion Factors</li> <li>FY 2008 Cost Factors Imputed cost factors related to FEHB for each quarter of FY 2008.</li> <li>Quarterly Treasury Judgment Fund entries for NOAA/BIS</li> <li>Quarterly FEHBA Count Query for NOAA/BIS.</li> </ul>		Final	10/10/08		Mark Miller	NOAA / BIS
		<i>O) Environmental Management</i>						
<b>O1)</b>		List of all environmental projects, at: <ul style="list-style-type: none"> <li>a. June 30, 2008</li> <li>b. September 30, 2008.</li> </ul>		Interim 2 Final	a. 07/14/08 b. 10/03/08	<b>7/21/08</b>	Minh Trinh	NOAA
<b>O2)</b>		List of all environmental liabilities as of: <ul style="list-style-type: none"> <li>a. June 30, 2008</li> <li>b. September 30, 2008.</li> </ul> This listing should be presented in a rollforward format: <ul style="list-style-type: none"> <li>Format should include the following columns: beginning balances, additions, deletions, adjustments, and ending balances.</li> <li>Beginning balance should agree to the prior period's audited ending balance</li> <li>Ending balance should agree to the general ledger.</li> </ul>		Interim 2 Final	a. 07/14/08 b. 10/03/08	<b>7/21/08</b>	Minh Trinh	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>O3)</b>		Detail supporting the environmental projects and liabilities selected for test work (TBD).		Interim 2 Final	5 days following notification of sample items		Minh Trinh	NOAA
<b>O4)</b>		“Environmental Liability – Estimated Environmental Costs for FY 2008” information packet.		Interim 2	07/14/08	<b>7/21/08</b>	Minh Trinh	NOAA
<b>O5)</b>		Organization chart for FY 2008		Interim 2	07/14/08	<b>7/21/08</b>	Minh Trinh	NOAA
<b>O6)</b>		FY 2008 Environmental Compliance Status Reports for: a. 1 <sup>st</sup> to 3 <sup>rd</sup> quarters b. 4 <sup>th</sup> quarter		Interim 2 Final	a. 07/14/08 b. 10/03/08	<b>7/21/08</b>	Minh Trinh	NOAA
<b>O7)</b>		Listing of all FY 2008 assessments performed by NECSAS, as of: a. June 30, 2008 b. September 30, 2008		Interim 2 Final	a. 07/14/08 b. 10/03/08	<b>7/21/08</b>	Minh Trinh	NOAA
<b>O8)</b>		Detail supporting documentation for all FY 2008 assessments selected for test work (TBD).		Interim 2 Final	5 days following notification of sample items		Minh Trinh	NOAA
<b>O9)</b>		Updated resumes for Bernie Denno, RECOs, and other specialists computing cost estimates.		Interim 2	07/14/08	<b>7/21/08</b>	Minh Trinh	NOAA
<b>O10)</b>		Copy of or access to the ECS Council Meeting and Decisions minutes for FY 2008.		Interim 2 Final	As available		Minh Trinh	NOAA
		<b><i>P) Financial Reporting and Miscellaneous</i></b>						
<b>P1)</b>	* (03/31)	Corrective Action Plan(s) in response to FY 2007 NFRs	Paper	Planning	04/07/08	<b>4/16/08</b>	Nancy Gates	NOAA
<b>P2)</b>	* (03/31)	Updated A-123 process documentation / cycle memos	Paper	Planning	04/07/08	<b>4/25/08</b>	Nancy Gates	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
<b>P3)</b>		Financial Statements, including footnotes, as of: a. March 31, 2008 b. June 30, 2008 c. September 30, 2008.	Paper & Electronic	Interim 1 Interim 2 Final	a. 04/14/08 b. 07/14/08 c. 10/17/08	<b>4/14/08</b> <b>7/14/08</b>	Mark Miller	NOAA / BIS
<b>P4)</b>		General ledger Trial Balance (CBS GL109 T/B), as of: a. March 31, 2008 b. June 30, 2008 c. September 30, 2008.	Paper & Electronic	Interim 1 Interim 2 Final	a. 04/14/08 b. 07/14/08 c. 10/10/08	<b>4/8/08</b> <b>7/7/08</b>	Danny O'Berry	NOAA / BIS
<b>P5)</b>		Crosswalk between the Financial Statements and Trial Balance, as of: a. March 31, 2008 b. June 30, 2008 c. September 30, 2008.	Paper & Electronic	Interim 1 Interim 2 Final	a. 04/14/08 b. 07/14/08 c. 10/17/08	<b>4/14/08</b> <b>7/14/08</b>	Mark Miller	NOAA / BIS
<b>P6)</b>		Flux analysis, comparing current year to prior year balances, including explanations for any variances greater than 10% and \$12 million, as of: a. March 31, 2008 b. June 30, 2008 c. September 30, 2008.	Paper	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 10/10/08	<b>4/21/08</b> <b>7/14/08</b>	Mark Miller	NOAA / BIS
<b>P7)</b>		Support for FY 2008 long-term commitments and contingencies foot notes		Final	10/13/08		Mark Miller	NOAA / BIS
<b>P8)</b>		Supporting documentation for RSI / RSSI		Final	10/13/08		Mark Miller	NOAA / BIS
<b>P9)</b>		Prior year adjustments as of: a. March 31, 2008 b. June 30, 2008 c. September 30, 2008.  This should be a print out of SGL Account 7400 with supporting documentation for each sample item (TBD).	e-mail	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 10/13/08	<b>4/21/08</b> <b>7/14/08</b>	Veronica Rittenhouse Mark Miller	NOAA / BIS

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
P10)		Equity Analysis as of September 30, 2008		Final	10/13/08		Veronica Rittenhouse Mark Miller	NOAA / BIS
P11)		ETB Report from Hyperion, as of: a. March 31, 2008 b. June 30, 2008 c. September 30, 2008.	Paper & Electronic	Interim 1 Interim 2 Final	a. 04/21/08 b. 07/14/08 c. 10/13/08	<b>4/21/08</b> <b>7/14/08</b>	Veronica Rittenhouse Mark Miller	NOAA / BIS
P12)		Data file (listing) of all manual journal entries (except payroll) posted to the general ledger (CBS). Listing should include GJ#, date and time posted, G/L accounts affected, as well as total debit and credit amounts. For the periods: a. October 1, 2007 to June 30, 2008 b. July 1, 2008 to September 30, 2008. <b>QUERY NAMES: FPCD-COMMON/PBC QUERIES/FY 08 PBC P12 - 1 OF 2</b> <b>FPCD-COMMON/PBC QUERIES/FY 08 PBC P12 – 2 OF 2</b>	Electronic	Interim 2 Final	a. 07/25/08 b. 10/10/08	<b>7/21/08</b>	Marti Iacono	NOAA / BIS
P13)		Transaction Summary Report (TSR) and Transaction Detail Report (TDR).	Electronic	Final	10/31/08		Mark Miller/ Amy Lin	NOAA / BIS
P14)		Post-Closing PY ETBs		Final	10/31/08		Mark Miller Melvin Spencer, Tara Asgarian	NOAA / BIS
P15)		Listing from NFC of individuals who charged time to 1TK3B% (Superfund) for the pay periods selected (TBD). <b>QUERY NAME: FPCD-COMMON/PBC QUERIES/FY 08 PBC P15</b>	Paper	Interim 2 Final	07/14/08 10/13/08	<b>7/10/08</b>	Ruth Ann Bond Nancy Eadie	NOAA

Item #	New Items*	Documents to be provided	Format	Time/ Phase	Date Requested	Date Received	Contact Person(s)	Bureau (s)
P16)		A memo from the Director of the Finance Office, indicating any subsequent events as of October 31, 2008, which may have a significant effect on the organization.	Paper	Final	10/31/08		Jon Alexander	NOAA / BIS